



MINISTÉRIO DA JUSTIÇA
E SEGURANÇA PÚBLICA
Assessoria Especial Internacional

TRADUÇÃO DE LEGISLAÇÃO BRASILEIRA RELACIONADA À ÁREA DE JUSTIÇA E SEGURANÇA PÚBLICA PARA O INGLÊS E O ESPANHOL

Decreto nº 4.915 de 12 de dezembro de 2003.

Dispõe sobre o Sistema de Gestão de Documentos e Arquivos da administração pública federal.

VERSÃO EM INGLÊS



Projeto da Assessoria Especial Internacional

Como forma de divulgar o arcabouço legislativo brasileiro a autoridades estrangeiras e a Organismos Internacionais e, ainda, de aprimorar a cooperação internacional, em diversas áreas, a Assessoria Especial Internacional do Ministério da Justiça e Segurança Pública desenvolveu projeto para a compilação e tradução¹, para os idiomas inglês e espanhol, de parte das legislações brasileiras relacionadas às áreas de Justiça e Segurança Pública. A seleção das leis traduzidas ficou a cargo das áreas técnicas do Ministério, levando em consideração, igualmente, trabalhos já realizados por outros órgãos brasileiros, os quais serão disponibilizados como link externo no site da Assessoria Especial Internacional.



¹Traduções não juramentadas ou oficiais.

DECREE nº 4,915 OF DECEMBER 12th, 2003.

Provides for the Records and Archives Management System of the Federal Government. [\(Syllabus with wording established by Decree nº 10,148 of 12/2/2019\).](#)

The PRESIDENT OF BRAZIL, in the use of the powers conferred to him by article 84, items IV and VI, subitem "a", of the Constitution, and in view of the provisions of article 30 of Decree-Law nº 200 of February 25th, 1967, article 18 of Law nº 8,159 of January 8th, 1991, and Decree nº 4,073 of January 3rd, 2002,

DECREES:

Art. 1. The activities of records management within the bodies and entities of the Federal Government are organized in the form of a system called Records and Archives Management System – (SIGA in Portuguese). [\(“Head provision” of the article with wording established by Decree nº 10,148 of 12/2/2019\)](#)

Paragraph 1. For the purposes this decree, archive is the set of records produced and received by the Federal Government as a result of the exercise of specific activities, whatever the support of the information or nature of the records. [\(Paragraph with wording established by Decree nº 10,148 of 12/2/2019\)](#)

Paragraph 2. Based on article 3 of Law nº 8,159 of January 8th, 1991, records management is the set of procedures and technical operations related to the production, processing, use, evaluation, and archiving of records, in the current and inactive phase, regardless of the support, aiming at their disposal or collection for permanent custody.

Art. 2. SIGA has the purpose of:

I - ensuring to the citizen and bodies and entities of the Federal Government the access to the files and the information contained in them, in an agile and secure form, protecting the aspects of secrecy and legal restrictions; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

II - integrating and coordinating the activities of records and archives management developed by the sectoral and sectional bodies that integrate it; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

III - disclosing standards regarding the management and preservation of records and archives; [\(Indent with wording established by Decree nº 10,148 of 12/2/2019\)](#)

IV - rationalizing the production of public archival documentation;

V - rationalizing and reducing the operational and storage costs of public archival documentation;

VI - preserving the archival documentary heritage of the Federal Government;

VII - articulating with the other systems that act directly or indirectly in the management of federal public information; and [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

VIII - strengthening the archival services in the bodies and entities of the Federal Government, for the rationalization and efficiency of their activities. [\(Item added by Decree nº 10,148 of 12/2/2019\)](#)

Art. 3. The following are part of the SIGA:

I - as a central body, the National Archives;

II - as sectoral bodies, the units responsible for coordinating the activities of records and archives management in the bodies and entities of the Federal Government; and [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

III - as sectional bodies, the units responsible for coordinating the activities of records and archives management in the entities linked to the bodies of the Federal Government. [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

Art. 4. The central body shall:

I - plan, coordinate, and supervise the matters related to SIGA, in conjunction with the SIGA Coordination Committee; [\(Item with the wording established by Decree nº 10,148 of 12/2/2019\)](#)

II - define, elaborate, and disseminate the guidelines and general norms regarding records and archives management to be implemented in the bodies and entities of the Federal Government, with the support of the SIGA Coordination Commission; [\(Item with the wording established by Decree nº 10,148 of 12/2/2019\)](#)

III - edit standards to regulate the standardization of technical procedures related to records management activities, regardless of the support of the information or nature of the records; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

IV - guide the implementation, coordination, and control of activities and work routines related to records management in sectoral bodies; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

V - disseminate technical standards and information for the improvement of SIGA with sectoral and sectional bodies; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

VI - promote technical cooperation with institutions and related systems, national and international; and [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

VII - promote the training and improvement of servers that work in the records and archives management. [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

Art. 5. The sectoral bodies shall:

I - implement and coordinate the activities of records and archives management in its scope of action and that of the sectional bodies of SIGA; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

II - coordinate the work routines, within its scope and of the sectional bodies of SIGA, to standardize the technical procedures regarding the management of archival records; [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

III - coordinate the elaboration of the classification plan of archival records, based on the functions and activities performed by the body or entity, and monitor its application in its scope of action and that of its sections;

IV - coordinate the application of the classification plan and the retention schedule and assignment of archival records regarding the support activities, established for the Federal Government, in its scope of action and that of its sections;

V - prepare, through the Standing Commission for Records Evaluation provided in article 18 of Decree nº 4,073 of January 3rd, 2002, and apply, after approval of the National Archives, the retention schedule and destination of archival records regarding the core activities;

VI - promote and maintain exchange of technical cooperation with institutions and related systems, national and international;

VII - provide training and improvement to servers operating in archival services and ensure their updating. [\(Item with wording established by Decree nº 10,148 of 12/2/2019\)](#)

Arts. 6 to 8 [\(Repealed by Decree nº 10,148 of 12/2/2019\)](#)

Art. 9. The sectoral bodies of SIGA are bound to the central body for the strict effects of the provisions of this Decree, without prejudice to the subordination or administrative binding arising from their position in the organizational structure of the bodies and entities of the Federal Government.

Art. 10. The information system for the operationalization of SIGA is established to integrate the archival services of the bodies and entities of the Federal Government.

Sole paragraph. The sectoral and sectional bodies shall feed and process the data necessary for the development and maintenance of the system addressed by the head provision of this article.

Art. 11. [\(Repealed by Decree nº 10.148 of 12/2/2019\)](#)

Art. 12. This decree comes into force on the date of its publication.

Brasilia, December 12th, 2003; 182nd of the Independence and 115th of the Republic.

LUIZ INÁCIO LULA DA SILVA

José Dirceu de Oliveira e Silva

This text does not replace the one published in the Federal Gazette of 15.12.2003